



# NetDMR Training

## Permittees and Data Providers

Permit Compliance Unit  
Water Enforcement Division

LOUISIANA DEPARTMENT OF **ENVIRONMENTAL QUALITY**  
FOR ALL YOUR ENVIRONMENTS

# Getting Started

## A. Introduction

1. PCU
2. About NetDMR
3. Benefits of NetDMR

## B. Create an Account

1. User Registration
  - NetDMR User Types
2. Signing In
  - Navigating NetDMR
3. Request/receive access to permit
  - External User Roles
4. Creating an Account Demonstration





# Submitting DMRs

## C. Searching DMRs and Entering Data

1. DMR Search Results
2. Enter/Edit DMR Data
3. Saving DMR Information

## D. Sign and Submit DMRs

1. Identifying DMRs Ready for Submission
2. Edit DMR Screen
3. DMR Search Results Screen
4. Download Copy of Record
5. Signing and Submitting DMRs Demonstration





# Additional Information

## E. Download and View CORs

1. NetDMR
2. EDMS

## F. Managing Access (Administrators)

## G. Importing DMRs

## H. Helpful Features

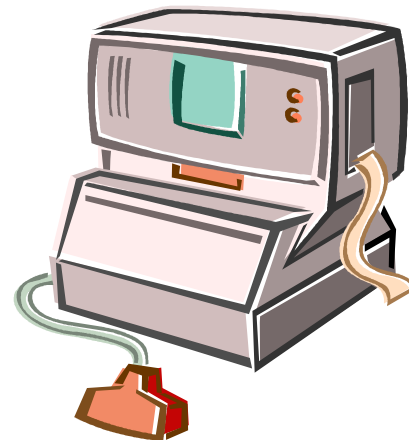
# Permit Compliance Unit (PCU)

- Receive and track all DMRs
- Collect and maintain data
- Conduct compliance monitoring
- Initiate informal enforcement action
- Generate enforcement referrals

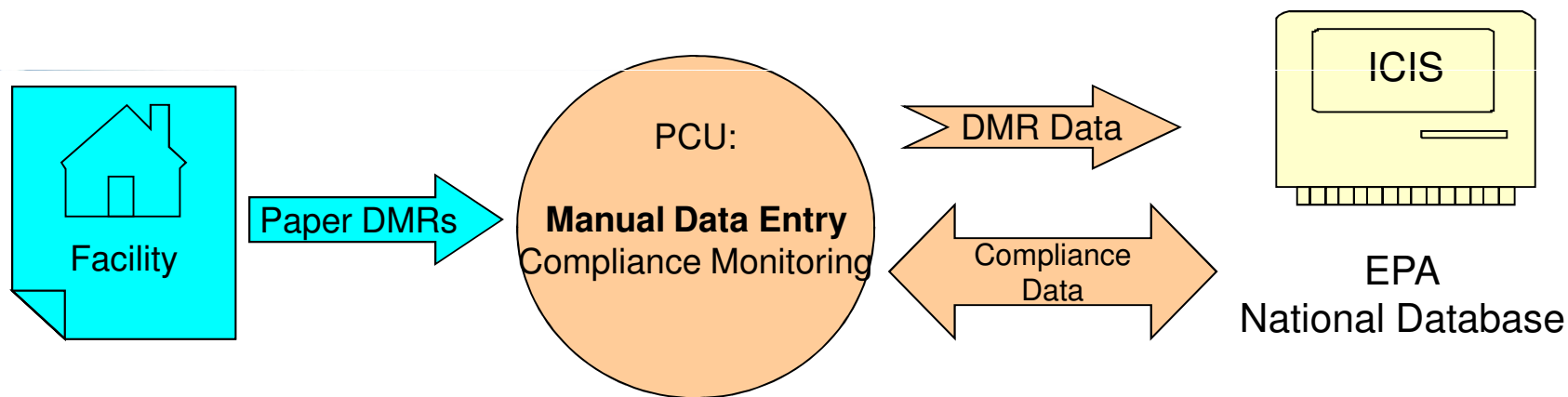


# What does NetDMR do?

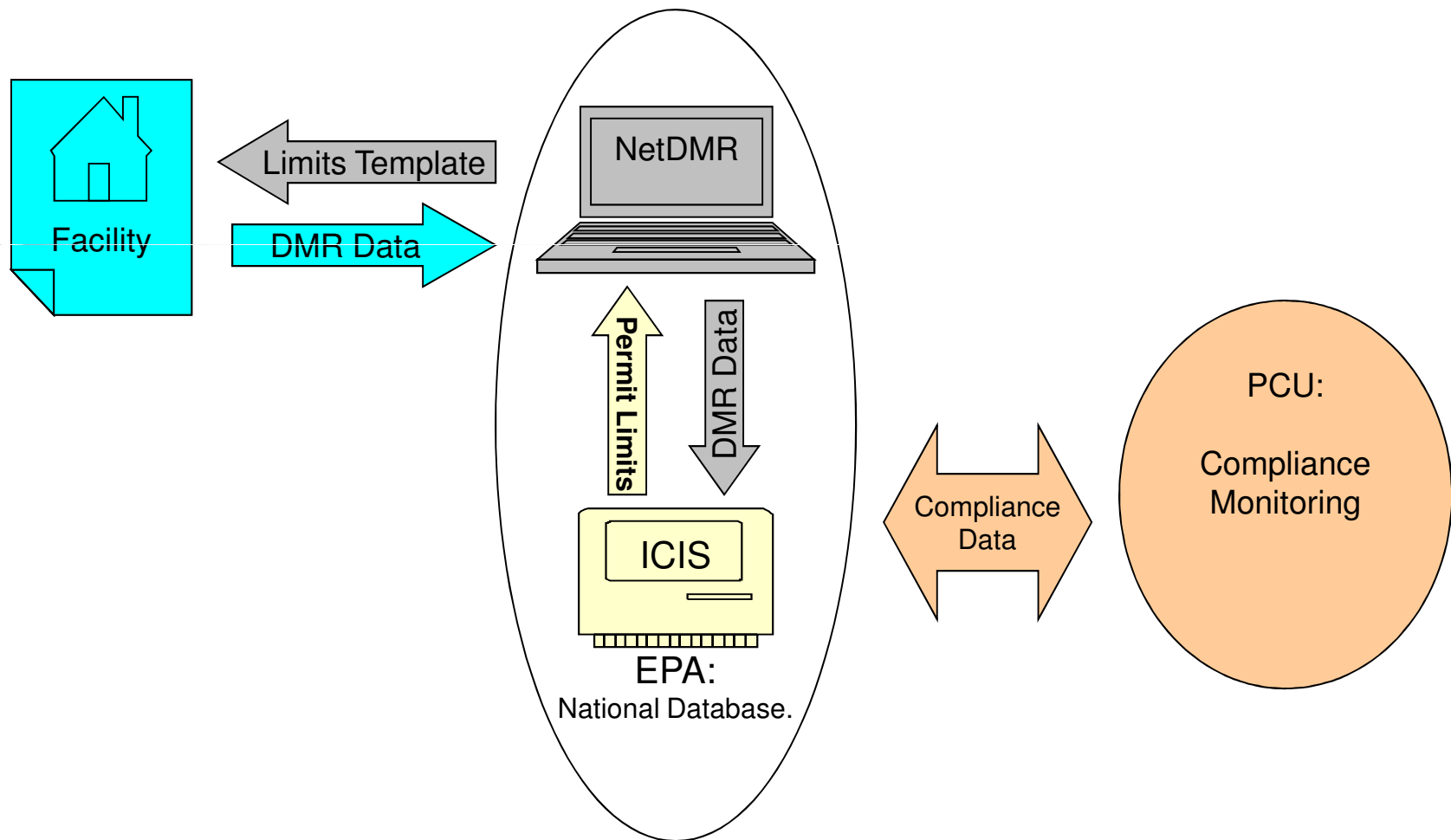
- Accepts DMR submissions and pushes data directly to EPA's national database
- Creates signed XML document as a versatile copy of record
- Improves data flow from facilities to State/EPA



# Current DMR Data Flow



# DMR Data Flow with NetDMR







# Benefits of NetDMR Application

- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Compatible with current state business practices



# Where to Find NetDMR

- Production

<https://netdmr.epa.gov/netdmr>

- Test

<https://netdmrtest.epacdx.net/netdmr-web>



## Welcome

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

## News

- None.



Select Regulatory Authority:	<input type="text" value="Louisiana DEQ"/>	<input type="button" value="Go"/>
------------------------------------	--------------------------------------------	-----------------------------------

### Warning Notice

*The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.*

### Privacy Statement

*EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]*



# Selecting the Right Instance

- Each state or EPA region participating in NetDMR has their own instance
- Selecting the right instance depends on who normally receives your DMRs
  - If LDEQ has delegation of your permit, then you will select the Louisiana DEQ instance of NetDMR
  - If EPA has retained delegation of your permit, then you will select the EPA Region 6 instance



## Welcome

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

## News

- None.



Select  
Regulatory  
Authority:

Arkansas DEQ  
Arkansas DEQ  
BAH Delaware  
BAH Michigan  
Colorado DPH WQCD  
Connecticut DEP  
EPA HQ - IL  
EPA Region 1 CT-MA-NH-RI  
EPA Region 10 - ID  
EPA Region 2 - PR-VI-SR  
EPA Region 3 - DC  
EPA Region 9 - CA-GU-NN  
EPA Rg 08 - CO-MT-SD-UT  
EPA Rg 6 - GM-LA-NM-TX  
HI - Dept of Health - CWB  
Louisiana DEQ  
New York - NY  
Tennessee DWPC  
Test V1.1 - OK  
Utah DWQ

Go

### Warning Notice

*The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized use of this system may subject violators to criminal, civil, and/or administrative action. All information entered into this system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for law enforcement. Access or use of this computer system by any person, whether authorized or not, without the consent to these terms.*


### Privacy Statement

*EPA will use the personal identifying information which you provide for the expressed purpose of the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting the databases as necessary. The Agency will not make this information available for other purposes. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register, Vol. 67, No. 52, p. 12010-12013]*

# LDEQ Instance Home Page

- Contact info
- Check your permit ID for eligibility
- Creating a new account
- Forgot user name / password

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



## Welcome



Welcome to the Louisiana DEQ installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

## New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov).

## News

- NetDMR is currently available for major and significant minor permits. Others interested, please email us at [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov).
- For assistance, please email or call any of the contacts listed below.
- Kelly Petersen 225-219-3752
- Kathryn Huddle 225-219-3786
- Christine Mayeux 225-219-3767
- Ashley Viator 225-219-3810
- Jinghua Wei 225-219-3073



### Login to NetDMR

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

### Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)



# Checking Your Permit ID

- Ensures your permit number is available on selected instance
  - All permits that require DMRs to be submitted to LDEQ are available
  - Move forward with registration and completing a subscriber agreement
- Does not ensure that your permit limits are coded
  - LDEQ must code permit limits into the EPA national database to submit electronically through NetDMR
  - Most minor permit limits are not coded in NetDMR
    - Must request access through email or phone call, or by sending us your subscriber agreement
    - We will add your permit(s) to the Priority Permit List and will notify you when limits are ready for NetDMR



# Checking Your Permit ID

- Enter Permit ID
- If you receive this message, your permit is eligible for NetDMR
- You may now create your account, or login if you have already established an account

---

## Check Whether a Permit is Available for Reporting in NetDMR



The Permit ID 'LA0003280' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now.

Enter a Permit ID\*

LA0003280

Check Permit ID





# Account Creation

## 1. User Registration

- Establishes your identity
- Each user should have a unique account

## 2. Request/Receive Access to Permit

- Associates your user account with specific permits
- Identifies your role in NetDMR for each permit

# Step 1: User Registration

- Have a valid email address
- Provide basic identifying information
  - Name
  - Email address
  - Organization
  - \*User Type
- Provide answers to 5 security questions (case sensitive)
- Click link in verification email



\* Selecting the correct user type is important because it cannot be changed later.

# NetDMR User Types

- Internal Users

- State and Federal Agency Users

- Read-only access to all signed and submitted reports
    - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility



- Permittees-

- Facility users
  - Can sign and submit DMRs

- Data providers

- Contractors and labs
  - Cannot sign or submit DMRs
  - Data entry ONLY







### General Account Information

Please provide the information requested below to create a NetDMR account. A '\*' indicates a required entry.

Email Address:*	<input type="text"/>
Enter Email Address Again:*	<input type="text"/>
User Name:*	
<input checked="" type="radio"/> Use my email address as my user name	
<input type="radio"/> Create my own user name	<input type="text"/>
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Telephone Number:*(###-###-####)	<input type="text"/>
Organization:*	<input type="text"/>
Type of User:*	Select One <input type="button" value="v"/>

### Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Question 1*
Select One <input type="button" value="v"/>
<input type="text"/>
Question 2*
Select One <input type="button" value="v"/>
<input type="text"/>
Question 3*
Select One <input type="button" value="v"/>
<input type="text"/>
Question 4*
Select One <input type="button" value="v"/>
<input type="text"/>
Question 5*
Select One <input type="button" value="v"/>
<input type="text"/>

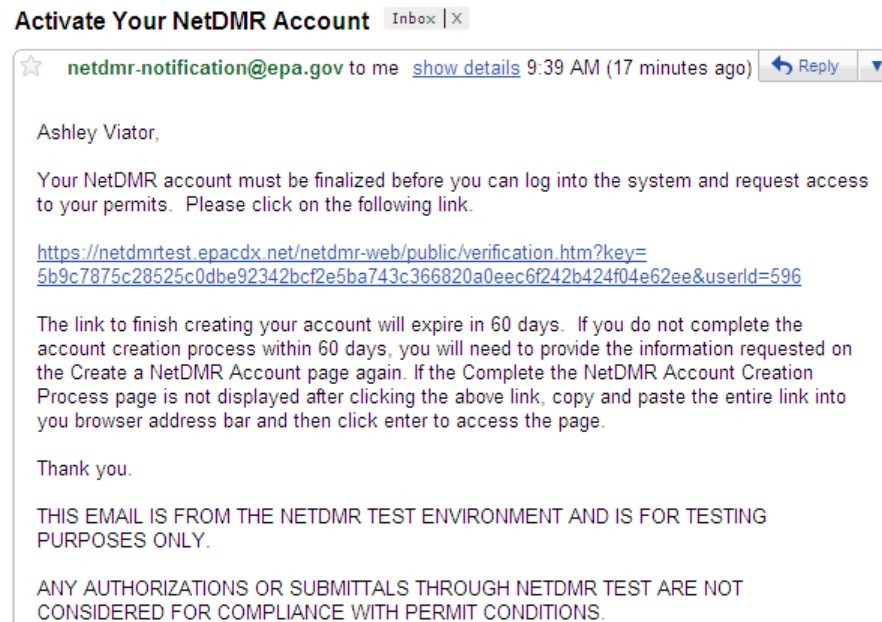
Case Sensitive-  
suggest answers  
in all lower case





# Account Verification

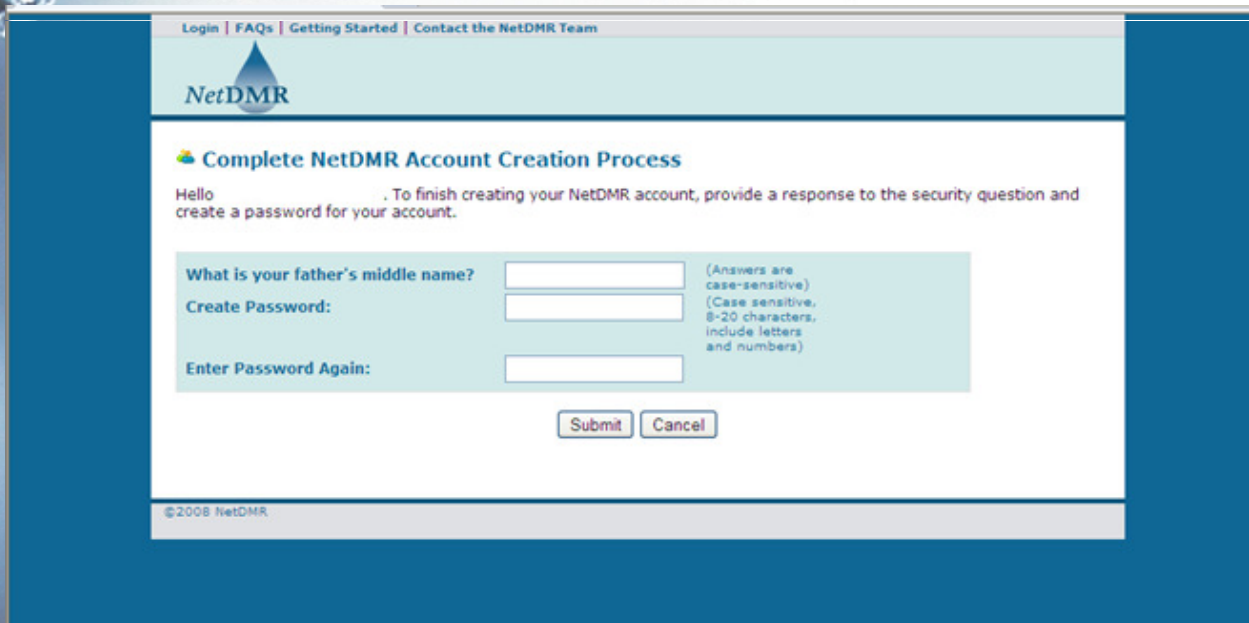
- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days



Only Click the  
Link Once


# Account Verification

- Fill in security answer
  - Case sensitive
- Create a password, and then retype to confirm
  - Also case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 letter and 1 number

A screenshot of the NetDMR account creation process. The page has a blue header with the NetDMR logo and navigation links: Login, FAQs, Getting Started, and Contact the NetDMR Team. The main content area is white with a blue border. It features a heading "Complete NetDMR Account Creation Process" with a small icon. Below the heading, a message says "Hello [redacted]. To finish creating your NetDMR account, provide a response to the security question and create a password for your account." There are three input fields: "What is your father's middle name?" (with a note "(Answers are case-sensitive)"), "Create Password:" (with a note "(Case sensitive, 8-20 characters, include letters and numbers)"), and "Enter Password Again:". At the bottom of the form are "Submit" and "Cancel" buttons. The footer shows "© 2008 NetDMR".

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

 Complete NetDMR Account Creation Process

Hello [redacted]. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.

What is your father's middle name?  (Answers are case-sensitive)

Create Password:  (Case sensitive, 8-20 characters, include letters and numbers)

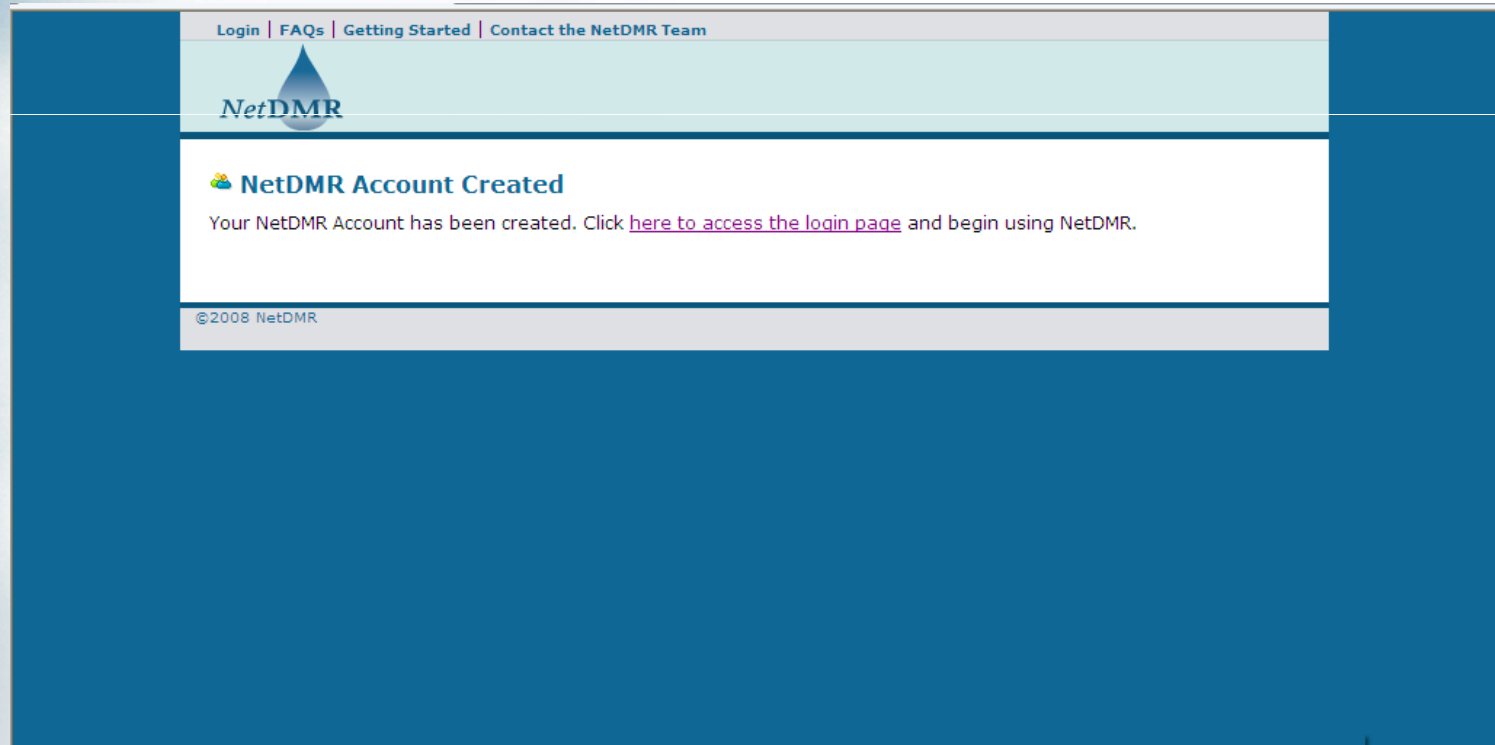
Enter Password Again:

© 2008 NetDMR

Case Sensitive-  
suggest lower  
case letters

# Account Verification

- You've finished creating your account!
- Click the link to login





# Follow Along in Test

(use personal information)

- Navigate to NetDMR Test
- Select Louisiana DEQ Instance
- Check your Permit ID
- Register as a User



Time for a Break!





# Account Creation

## 2 Part Process

1. Register as a User ✓
2. Request Access to Permits

After registering as a user you are able to log-in for the first time.





# Signing In

- Four attempts to log-in before account is locked
  - Must answer security question correctly to unlock
- Forgotten username/passwords may be retrieved or reset online
  - Reset with verification email
  - Retrieve/change by answering a security question
- Passwords and security questions are case sensitive
- Passwords expire every three months



# Your Account Home Page

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)User: kelly@wonkyi.com, Permittee User

 Louisiana DEQ


[Manage Access Requests](#)


[Search All DMRs & CORs Permits Users](#)

[Import DMRs Perform Import Check Results](#)

[View Permits Users](#)

[Download Blank DMR Form](#)

 Session Lockout Timer: 29:21

 Search:

[All DMRs & CORs](#)

[Permit ID](#)

[Users](#)

### Permit ID

Enter a full Permit ID to retrieve and view information about the permit.

**Permit ID:**

#### Last 10 Logins

3/17/10	10:55 AM	-
2/8/10	4:21 PM	-
1/14/10	3:14 PM	-

✔ **Pending Access Requests**

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

**Pending Access Requests - External**

No results.

**Pending Access Requests - Internal**

No results.

©2008 NetDMR

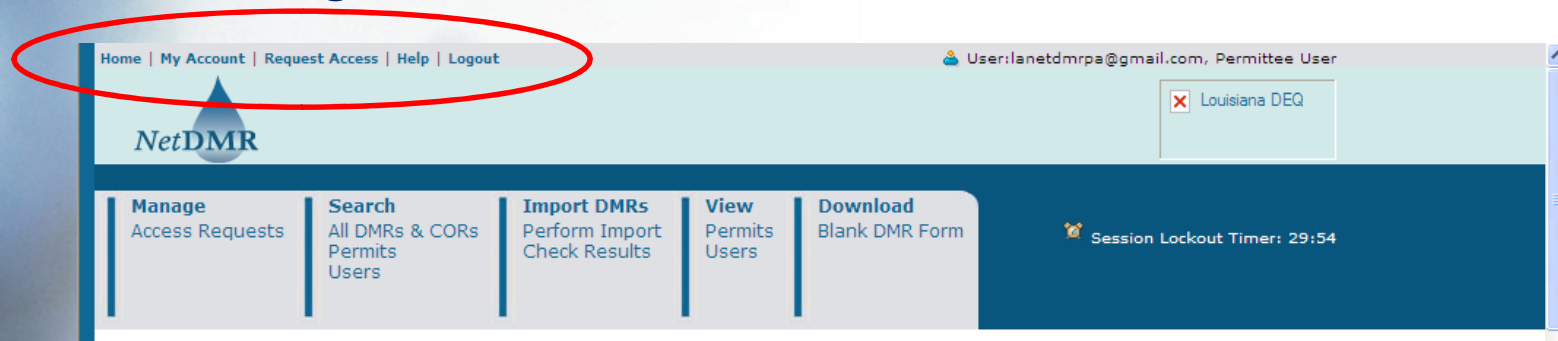


# Your NetDMR Home Page

- Top of Screen
- Header Bar
- Last 10 Logins
- Frequently Used Functions

# Top of Screen

- Home
  - Brings you back to the home screen
- My Account
  - Allows you to view and edit your account settings
- Request Access
  - Request access to permits with specific roles
- Help
- Logout





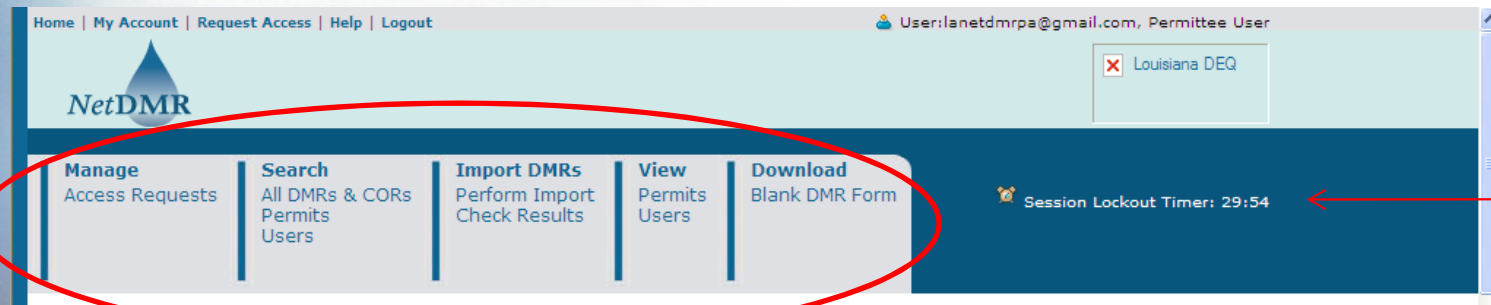


# Edit My Account

- General Account Information
  - Cannot change user type, must contact DEQ
- My Permits
  - Access subscriber agreements
  - Remove unnecessary access to permits
- Security Questions and Answers
- Change Your Password
- Lock Your Account

# Header Bar

- **Manage** Access Requests
- **Search** All DMRs & CORs, Permits, Users
- **Import DMRs** Perform Import or Check your Results
- **View** Permits or Users
- **Download** Blank DMR form
  - Note the **Session Lockout Timer**: you will be logged out after 30 min of inactivity



\*Visibility of header bar options is dependent on user type

# Frequently Used Functions

- Added way to search and view pending access requests quickly from Home screen
  - Search
  - Pending Access Requests
- Works the same as using the header bar

3/17/10	10:55 AM	-
2/8/10	4:21 PM	-
1/14/10	3:14 PM	-

## ✓ Pending Access Requests

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

### Pending Access Requests - External

No results.

### Pending Access Requests - Internal

No results.





# Account Creation

## 2 Part Process

1. Register as a User ✓
2. Request Access to Permits

After registering as a user you are able to log-in for the first time.



## Step 2: Request/Receive Access

- Identifies within NetDMR the permits you have permission to view/manage information
- Establishes your role in NetDMR
- First person to request access must be a signatory and automatically becomes permit administrator
- Permit Administrator controls the roles and access for other users
- Additional permit administrators may be approved



# External User Roles

- Permit Administrator
- Signatory
- Edit
- View



# Permit Administrator

- Manages access for permit(s)
  - Approves/denies requests for administrator, edit, and view access
  - Can be requested in addition to edit or signatory roles



# Signatory

- Must sign and mail subscriber agreement to LDEQ
- Grants permission to
  - Sign and submit DMRs
- Automatically has the role permissions for
  - Edit
  - View





## Edit

- Has permission to
  - Enter, edit and import DMR data
  - Delete unsubmitted DMRs

## View

- Can only view DMRs  
(both submitted and pending)

## Partial View

- Special request by regulatory authority to view partially completed (unsubmitted) DMRs
- Typically only used for troubleshooting

# Signatory & Permit Administrator

Owner

Plant  
Manager

## Signatory Only

Env  
Manager

Operations  
Manager

## Edit

Lab

Environmental  
Staff

## View

On-site  
Staff

Secretary



# Requesting Access

- Account home page
  - Request Access link

Home | My Account | **Request Access** | Help | Logout

User: [redacted] Permittee User

NetDMR

X Louisiana DEQ

Search All DMRs & CORs Import DMRs Perform Import Check Results Download Blank DMR Form

Session Lockout Timer: 28:30

Search: All DMRs & CORs

Last 10 Logins

3/10/10	10:02 AM	-
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### All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ Permit ID: All [v] Update

☐ Facility: All [v] Update

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: All [v] Update

# Requesting Access

- Type in your 9 digit permit number
  - Click Update
- The first person to request access to a permit must be a signatory authority
  - Once signatory has been approved by the regulatory authority, others may request signatory, edit, view only, or permit administrator access

The screenshot shows a web application interface for requesting access to permits. At the top, there is a navigation bar with a 'Check Results' link. The main heading is 'Request Access to Permits and Associated DMRs'. Below this, a text box explains the process: 'Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.'

The form contains two main sections:

- Permit ID:** A text input field containing 'LAG75TEST' and an 'Update' button.
- Role:** A dropdown menu with 'Select One' selected. The dropdown list is open, showing options: 'Select One', 'Signatory', 'View', 'Edit', and 'Permit Administrator'. A note next to the dropdown states 'or role comes with Signatory role'.

Below the form, there is an 'Access Requests' section with a summary: 'A summary of the current access requests is presented below.'

A table is displayed with the following structure:

Permit ID	Requested Role	Remove Access Request
No Permits found		

At the bottom of the table area is a 'Submit' button. The footer of the page reads '©2008 NetDMR'.

# Requesting Access

- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
  - If you've selected the incorrect role, click the red X to delete
  - Add additional permits/roles before clicking Submit


## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:	<input type="text" value="LAG75TEST"/>	<input type="button" value="Update"/>
Role:	<input type="text" value="Select One"/>	
Note: Permit Administrator role comes with Signatory role		
<input type="button" value="Add Request"/>		

## Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
LAG75TEST	Edit	



# Requesting Access

- If you selected the Signatory role, additional information is required
  - Select relationship to facility
  - If you are already authorized to sign DMRs, choose the first radio button and click Submit
  - If your authorization must be delegated, use the second radio button and enter the information for the delegating official
    - Fill in his/her information and click Submit
  - At next screen, click Confirm

Permit ID	Requested Role	Additional Information
LAG75TEST	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Select One <input type="button" value="v"/> Select One Parent Facility Other</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>



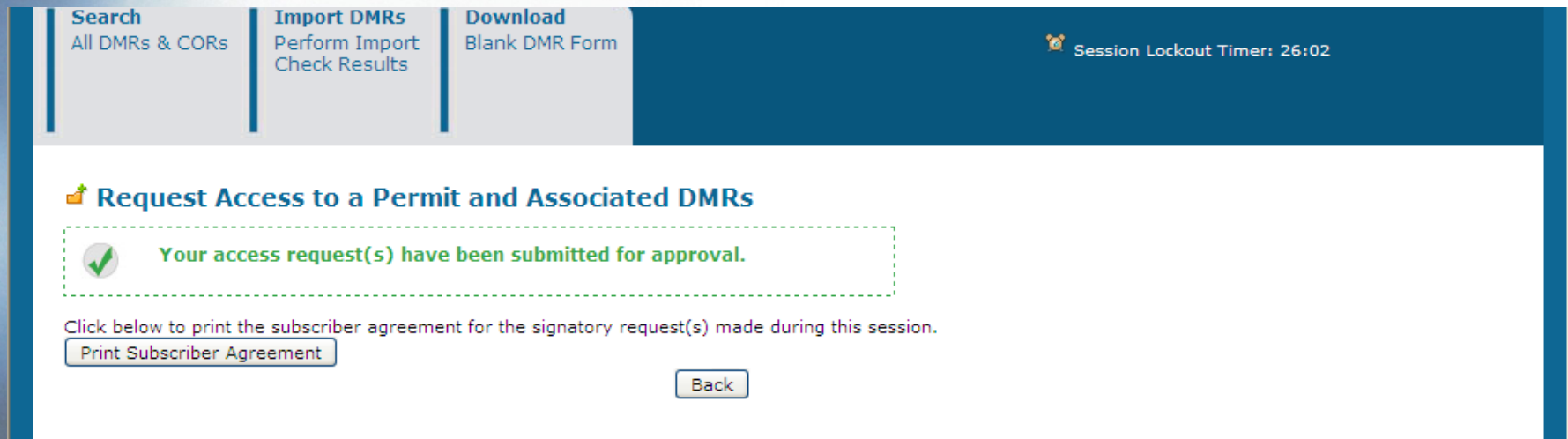


# Requesting Access

- If you chose a role other than Signatory, you will get a confirmation screen
- The permit administrator can then approve your access request

# Requesting Access

- Confirmation Screen
- Print Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - NetDMR Test - not necessary
  - NetDMR Production - REQUIRED





The screenshot displays the NetDMR web application interface. At the top, there is a navigation bar with three main sections: 'Search All DMRs & CORs', 'Import DMRs Perform Import Check Results', and 'Download Blank DMR Form'. To the right of these sections, a session lockout timer is displayed as 'Session Lockout Timer: 26:02'. Below the navigation bar, the main content area is titled 'Request Access to a Permit and Associated DMRs'. A green checkmark icon is followed by the message: 'Your access request(s) have been submitted for approval.' Below this message, a text prompt reads: 'Click below to print the subscriber agreement for the signatory request(s) made during this session.' There are two buttons: 'Print Subscriber Agreement' and 'Back'.


**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

**Download**  
Blank DMR Form

 Session Lockout Timer: 26:02

 **Request Access to a Permit and Associated DMRs**

 **Your access request(s) have been submitted for approval.**

Click below to print the subscriber agreement for the signatory request(s) made during this session.

[Print Subscriber Agreement](#)

[Back](#)

## Request Signatory (first person)



Signed  
Subscriber  
agreement



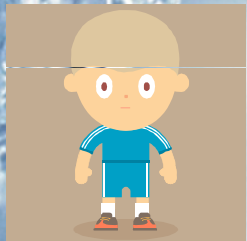
Verifies permit  
information

Grants  
access



Signatory  
Approved and  
Permit Admin.  
established

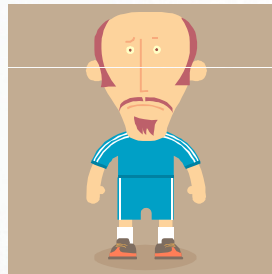
**1 DAY LATER**



Requests  
Signatory



Requests  
Edit



Requests Signatory &  
Permit Admin.

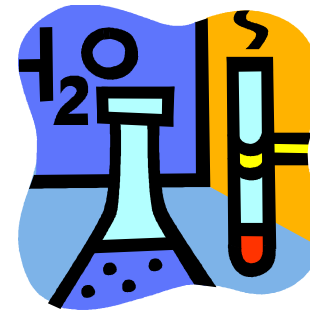
Signatory



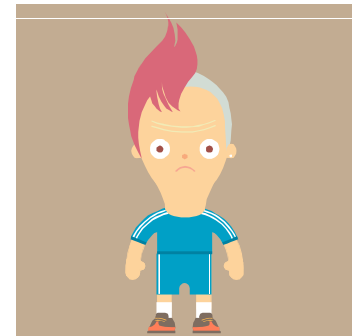
Admin



**3 MONTHS LATER**



Requests Edit



Requests View



OR





# Follow Along in Test

- Use the log-in information from the cover of your folder
- You are already approved as signatory and permit administrator on the permit on your folder.



A vertical decorative image on the left side of the slide showing a close-up of water splashing, with droplets and ripples in shades of blue and white.

# Request Access in Test

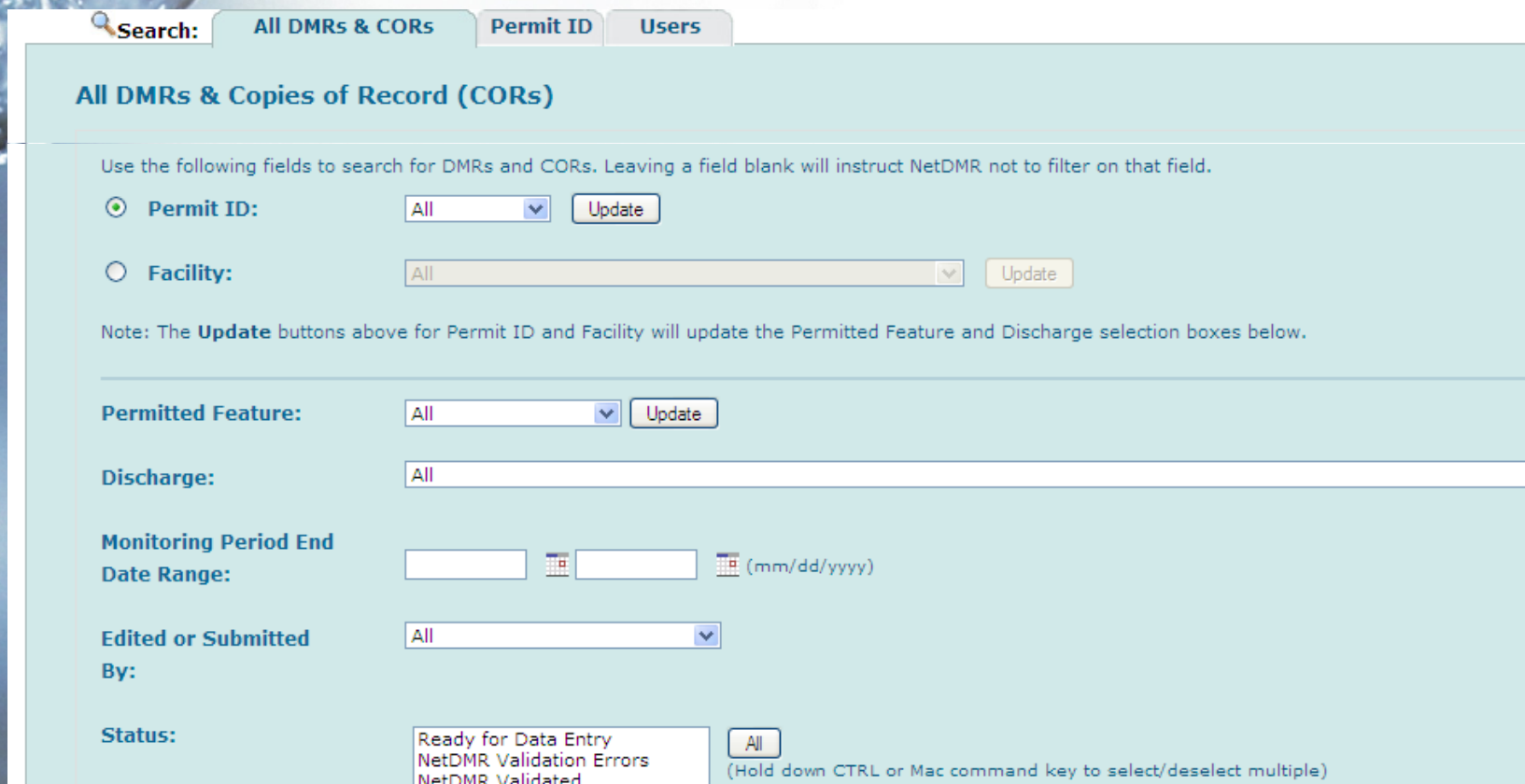
- Request “Signatory” to permit #  
LA7654321
- Request “Edit or View” to your  
neighbor’s folder permit #

Time for a Break!



# Search DMRs

- Multiple search options
- Can search and access multiple permits through one account



The screenshot shows the 'Search' section of the NetDMR application. At the top, there are three tabs: 'All DMRs & CORs' (selected), 'Permit ID', and 'Users'. Below the tabs, the title 'All DMRs & Copies of Record (CORs)' is displayed. A instruction text states: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' The search fields include: 'Permit ID' with a dropdown menu set to 'All' and an 'Update' button; 'Facility' with a text input field containing 'All' and an 'Update' button. A note below these fields states: 'Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.' The 'Permitted Feature' field has a dropdown menu set to 'All' and an 'Update' button. The 'Discharge' field is a text input field containing 'All'. The 'Monitoring Period End Date Range' field consists of two date pickers, both set to 'All', with a '(mm/dd/yyyy)' format indicator. The 'Edited or Submitted By' field has a dropdown menu set to 'All'. The 'Status' field has a text input field containing 'Ready for Data Entry', 'NetDMR Validation Errors', and 'NetDMR Validated', and an 'All' button. A footer note states: '(Hold down CTRL or Mac command key to select/deselect multiple)'.

Search: All DMRs & CORs Permit ID Users

### All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:** All

☐ **Facility:** All

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

**Permitted Feature:** All

**Discharge:** All

**Monitoring Period End Date Range:**   (mm/dd/yyyy)

**Edited or Submitted By:** All

**Status:** Ready for Data Entry  
NetDMR Validation Errors  
NetDMR Validated

(Hold down CTRL or Mac command key to select/deselect multiple)

# DMR Search Results

- Results Header
- DMR Search Results

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Update NODI](#)

## DMR/COR Search Results

DMRs 1 through 44 of 44

Next Step(s)	<a href="#">Permit ID</a>	<a href="#">Facility</a>	<a href="#">Permitted Feature</a>	<a href="#">Discharge #</a>	<a href="#">Discharge Description</a>	<a href="#">Monitoring Period End Date</a>	<a href="#">DMR Due Date</a>	<a href="#">Status</a>	<a href="#">COR Received Date</a>	<a href="#">Include in Batch Submit</a> <a href="#">Check All</a> <a href="#">Clear All</a>	<a href="#">Include in Batch COR Download</a> <a href="#">Check All</a> <a href="#">Clear All</a>
<a href="#">Correct DMR</a> ▼ <a href="#">Go</a>	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	09/30/09	10/28/09	Ready for Data Entry	<a href="#">09/14/09</a> <a href="#">09/01/09</a>		<input type="checkbox"/>
<a href="#">Correct DMR</a> ▼ <a href="#">Go</a>	LA7654321	TEST FACILITY	001	001-M	Quarterly test	09/30/09	10/28/09	Ready for Data Entry	<a href="#">09/04/09</a>		<input type="checkbox"/>
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	10/31/09	11/28/09	Ready for Data Entry			
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	LA7654321	TEST FACILITY	001	001-M	Quarterly test	10/31/09	11/28/09	Ready for Data Entry			



# DMR Search Results Header

- View All
- New & Refine Search
- Sign & Submit
- Download COR
- Update NODI

<a href="#">New Search</a>   <a href="#">Refine Search</a>   <a href="#">Refresh DMR Data</a>   <a href="#">Sign &amp; Submit Checked DMRs</a>   <a href="#">Download Checked CORs</a>   <a href="#">Update NODI</a>											
COR Search Results											
Page 44 of 44											
	<a href="#">Permit ID</a>	<a href="#">Facility</a>	<a href="#">Permitted Feature</a>	<a href="#">Discharge #</a>	<a href="#">Discharge Description</a>	<a href="#">Monitoring Period End Date</a>	<a href="#">DMR Due Date</a>	<a href="#">Status</a>	<a href="#">COR Received Date</a>	<a href="#">Include in Batch Submit</a> <a href="#">Check All</a> <a href="#">Clear All</a>	<a href="#">Include in Batch COR Download</a> <a href="#">Check All</a> <a href="#">Clear All</a>
<input type="text" value="R"/> <input type="button" value="v"/>	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	09/30/09	10/28/09	Ready for Data Entry	<a href="#">09/14/09</a> <a href="#">09/01/09</a>		<input type="checkbox"/>
<input type="text" value="R"/> <input type="button" value="v"/>	LA7654321	TEST FACILITY	001	001-M	Quarterly test	09/30/09	10/28/09	Ready for Data Entry	<a href="#">09/04/09</a>		<input type="checkbox"/>

# DMR Search Results

- Next Step Drop Down
- Batch Submit
- Batch Download

Page 1 Go

Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
										Check All Clear All	Check All Clear All
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		<input type="checkbox"/>	
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	<a href="#">7/15/07</a>		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	<a href="#">6/18/07</a> <a href="#">6/15/07</a> <a href="#">6/10/07</a>		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	<a href="#">11/1/07</a>		<input type="checkbox"/>
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			



# Enter/Edit DMR Data

- Web Form
- DMR Form Layout
- Helpful Features



# Web Form

- Closely resembles paper DMR form
- Provides current limit information
- Only allows data input in required/optional fields
- Allows for attachments (PDF only)





# DMR Form Layout

- Top of Form
- Collapsible Header
- Limits/Results
- Bottom of Form

# Top of Form

- Clear parameter fields
  - Clears all data
- Save & Continue
  - Saves the data but does not move away from the page
- Save & Exit
  - Saves the data and exits to home page
- Sign & Submit
  - Saves the data and prompts for electronic signature
- Print Friendly View
- DMR/COR Search Results
  - Brings you back to the search results page

# Collapsible Header

- Contains facility and DMR Info
- Enter Principle Executive Officer
- Form Level No Data Indicator (NODI)

 [Edit DMR](#)

[Collapse Header](#)

## Permit

Permit ID: LAG75TEST

Major: ☐

Permittee: LAG75TEST

Permittee Address: 602 North 5th Street

Facility: LAG75TEST

Facility Location: Baton Rouge, LA 70802  
602 NORTH 5TH STREEET

Permitted Feature: 002 - External Outfall

Discharge: BATON ROUGE, LA 70802  
S - Treated Sanitary Wastewater Less Than 5000 GPD

## Report Dates & Status

Monitoring Period: From 01/01/10 to 06/30/10

DMR Due Date: 07/28/10

Status: **Ready for Data Entry**

## Considerations for Form Completion

The TSS limit for an oxidation pond shall be 135 mg/L weekly average. The Fecal Coliform limit for an oyster propagation area shall be 43 colonies/100ml daily max.

## Principal Executive Officer

First Name:

Last Name:

Title:

Telephone:

## No Data Indicator (NODI)

Form NODI:

# Limits/Results

- Parameters
- Permit Limits (hard-coded)
- NODI, Frequency of Analysis, Sample Frequency (lists)

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00300	Oxygen, dissolved (DO)	Smpl.					<input type="text"/> <input type="text"/>		mg/L <input type="text"/>		<input type="text"/>	<input type="text"/>
1 - Effluent Gross									List			
Season: 0		Req.					>= 5 Monthly Average Minimum		Milligrams per Liter		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI					C <input type="text"/>					
00400	pH	Smpl.				<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>	SU <input type="text"/>		<input type="text"/>	<input type="text"/>
1 - Effluent Gross									List			
Season: 0		Req.				>= 6 Instantaneous Minimum		<= 9 Instantaneous Maximum	Standard Units		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI				C <input type="text"/>		C <input type="text"/>				
00530	Solids, total suspended	Smpl.					<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	mg/L <input type="text"/>		<input type="text"/>	<input type="text"/>
1 - Effluent Gross									List			
Season: 0		Req.					<= 15 Monthly Average	<= 23 Daily Maximum	Milligrams per Liter		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI					C <input type="text"/>	C <input type="text"/>				



# Bottom of Form

- Edit Check Errors
- Comments – large enough for NCR info
- Add Attachments (PDF only)
- Report Last Saved By
- Save & Continue, Save & Exit, Sign & Submit, DMR/COR Search Results

## Comments

## Attachments

Add Attachment

No results.

## Report Last Saved By

User: LDEQPCU  
Name: Louisiana DEQ  
E-Mail: lanetdmrpa@gmail.com  
Date/Time: 02/26/10 9:15 CST

 Save & Continue |  Save & Exit |  Sign & Submit |  Cancel/Back to Search Results



# Helpful Features


- Data validity checks
- Ability to note reasons for missing data
- Large comment area to include non-compliance report information
- Ability to attach documents (PDF only)



# Data Validity Checks

- Hard Errors
  - DMR will not be accepted
    - e.g. alpha character in a numeric only field
  - Must be corrected *before* DMR can be SAVED
- Soft Errors
  - Informational Alerts
    - e.g. values which are exceedances of the permitted limit
  - You are not required to change DMR data based on these errors but they must be *acknowledged*

- 



A close-up of a calculator's LCD screen. The screen displays the fraction  $9/333$ . The entire screen area is circled with a thick blue hand-drawn line.

<u>Code</u>	<u>Name</u>	Monitoring Location	Field	Type	Description	Acknowledge
50060	Chlorine, total residual	Disinfection, Process Complete	Quality or Concentration Sample Value 3	Hard	Value fields may contain numbers and special characters ".", "-", "+" and "," only	



# Soft Error Example

- Use the check box to acknowledge informational errors

## Edit Check Errors

<u>Code</u>	<u>Name</u>	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>

# No Data Indicator (NODI)

- Indicates a reason for no sample results
- 3 Options:
  - Form Level (#1): applies to entire DMR
  - Parameter Level (#2): applies to entire parameter
  - Individual Value Field (#3): applies only to an individual field for that parameter

#1

**No Data Indicator (NODI)**

Form NODI:

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	Smpl.						=	mg/L			
1 - Effluent Gross											02/YR	GR
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI: <input type="text"/>		NODI										

#2

#3

# Search Results Screen- NODI

[Requests](#)[Search](#)[Import DMRs](#)[View](#)[Download](#)

All DMRs & CORs  
Permits  
Users

Perform Import  
Check Results

Permits  
Users

Blank DMR Form

Session Lockout Timer: 29:14

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Update NODI](#)



## DMR/COR Search Results

through 14 of 14

Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
										<a href="#">Check All</a> <a href="#">Clear All</a>	<a href="#">Check All</a> <a href="#">Clear All</a>	<a href="#">Check All</a> <a href="#">Clear All</a>
<a href="#">Select DMR</a> ▼	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	07/31/10	08/28/10	Ready for Data Entry	<a href="#">12/16/10</a>		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select DMR</a> ▼	LA7654321	TEST FACILITY	001	001-M	Quarterly test	07/31/10	08/28/10	Completed	<a href="#">12/17/10</a>		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select DMR</a> ▼	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	08/31/10	09/28/10	Completed	<a href="#">12/22/10</a>		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select DMR</a> ▼	LA7654321	TEST FACILITY	001	001-M	Quarterly test	08/31/10	09/28/10	Completed	<a href="#">12/22/10</a>		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select DMR</a> ▼	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	09/30/10	10/28/10	Completed	<a href="#">12/22/10</a>		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select DMR</a> ▼	LA7654321	TEST FACILITY	001	001-M	Quarterly test	09/30/10	10/28/10	Ready for			<input type="checkbox"/>	<input type="checkbox"/>

# Update NODI Screen

Users

 Save & Exit |  Cancel/Back to Search Results

## Update NODI

### Select New NODI Values

Select a NODI code below or select delete. Click the 'Save and Exit' option above when done.

NODI Code:

Delete: ☐

### My Selected DMRs

These are the DMRs that you selected from the previous page. All the following DMRs will have their NODI values changed. You may select all or some of the DMRs you do not wish to change.

DMRs 1 through 14 of 14

<input type="checkbox"/>	<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>DMR Due Date</u>	<u>Status</u>
<input type="checkbox"/>	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	07/31/10	08/28/10	Ready for Data Entry
<input type="checkbox"/>	LA7654321	TEST FACILITY	001	001-M	Quarterly test	07/31/10	08/28/10	Completed
<input type="checkbox"/>	LA7654321	TEST FACILITY	001	001-A	TEST SANITARY OUTFALL	08/31/10	09/28/10	Completed
<input type="checkbox"/>	LA7654321	TEST FACILITY	001	001-M	Quarterly test	08/31/10	09/28/10	Completed
<input type="checkbox"/>	LA7654321	TEST	001	001-A	TEST SANITARY	08/30/10	10/28/10	Completed



# Other Codes

- Units of Measurement: Coded to permit specifications
- Frequency of Analysis & Sample Type
- Value qualifier dropdown menu
- If sample values are different, choose appropriate code from dropdown menu
  - Lists for each of these are available to help you determine the right option

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code ▲	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00310	BOD, 5-day, 20 deg. C	Smpl.						= ▼ [ ]	mg/L ▼ List			
1 - Effluent Gross											02/YR ▼	GR ▼
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI: ▼ Apply		NODI						▼				

# Saving DMR Data



Save & Continue |

- Easiest way to view DMR errors
- Errors will be highlighted for your review
- Will stay on the same page



Save & Exit |

- Will not see highlighted errors
- Will bring you back to search results or search page
- To view errors, search for DMRs with the status “NetDMR Validation Errors”

# If You Choose Save & Exit...

- Errors will not be highlighted
- To find errors, search for DMRs with the status “NetDMR Validation Errors”

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**

☐ **Facility:**

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

---

**Permitted Feature:**

**Discharge:**

**Monitoring Period End Date Range:**   (mm/dd/yyyy)

**Edited or Submitted By:**

**Status:**

(Hold down CTRL or Mac command key to select/deselect multiple)

**COR Confirmation #**





# Sign and Submit DMRs

- Can sign and submit DMRs several ways
  - Edit DMR Screen - Single DMR
  - Search Screen - One or multiple DMRs
  - DMRs Ready to Submit Tab
- Summary information provided for each DMR being signed
- Requires password and security statement to submit
- Must have signatory authority role with subscriber agreement on file with LDEQ for options to appear



# Identifying DMRs Ready for Submittal

- NetDMR Validated status
  - DMR data has been entered and saved with any errors validated

[Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

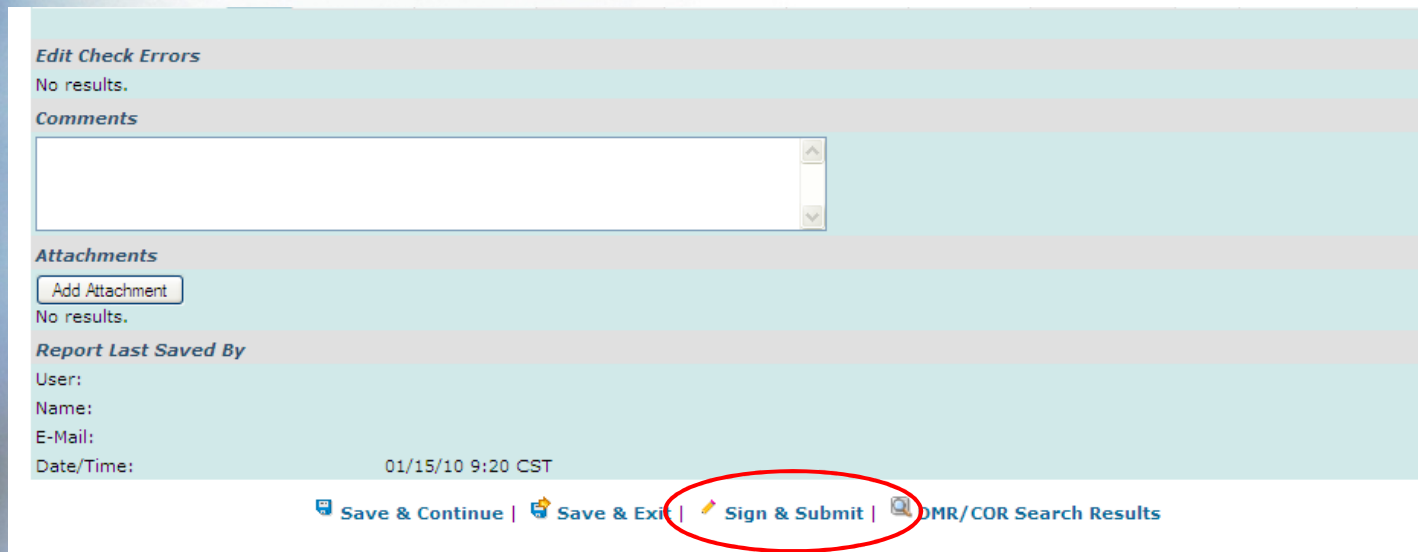
## DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check A Clear AI
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		<input type="checkbox"/>	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	

# Edit DMR Screen

- Select DMR from Search Results
- Verify that data is complete and errors acknowledged
- Click “Sign & Submit” at top or bottom of form



The screenshot shows the 'Edit DMR Screen' interface. It features a light blue background with horizontal stripes. The form includes sections for 'Edit Check Errors', 'Comments', 'Attachments', and 'Report Last Saved By'. The 'Sign & Submit' button is highlighted with a red circle at the bottom of the form.

**Edit Check Errors**  
No results.

**Comments**

**Attachments**  
  
No results.

**Report Last Saved By**  
User:  
Name:  
E-Mail:  
Date/Time: 01/15/10 9:20 CST

[Save & Continue](#) | [Save & Exit](#) | [Sign & Submit](#) | [DMR/COR Search Results](#)

# Search Screen (Single DMR)

- From the “Next Step(s)” dropdown menu, choose “Sign & Submit,” then click Go

## DMR/COR Search Results

DMRs 1 through 7 of 7

<u>Next Step(s)</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>DMR Date</u>
<div>Edit DMR Go</div>	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28
<div>Edit DMR Edit DMR Sign and Submit DMR</div>	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD	04/30/09	05/28

# Search Screen (Multiple DMRs)

- Select the DMRs you want to submit using the checkboxes under “Include in Batch Submit” (limit of 10)
  - Check all/Clear all buttons available
- Click “Sign & Submit Checked DMRs”

[Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

## DMR/COR Search Results

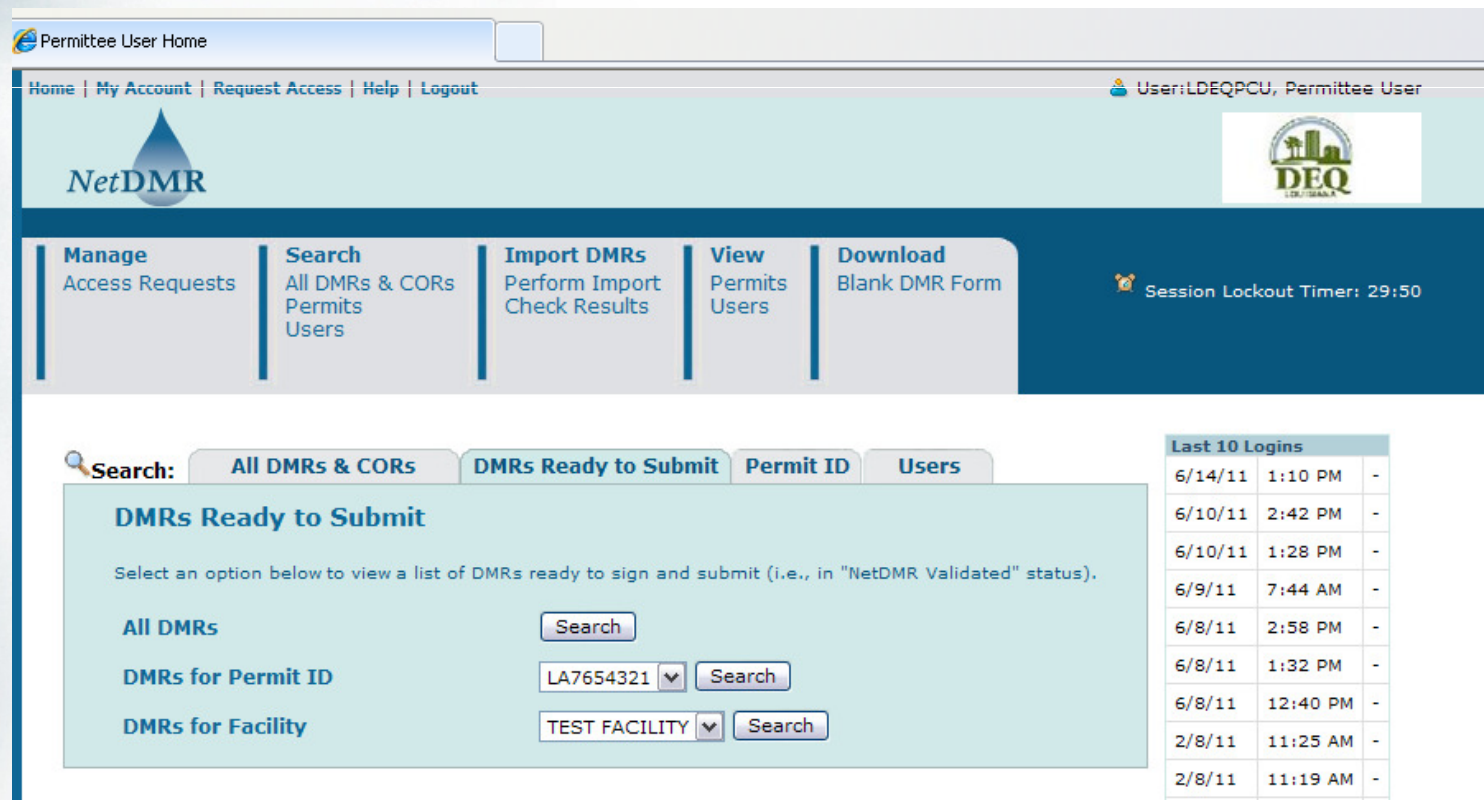
DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit <a href="#">Check All</a> <a href="#">Clear All</a>	Include in Batch COR Download <a href="#">Check All</a> <a href="#">Clear All</a>
<a href="#">Edit DMR</a> <a href="#">Go</a>	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		<input type="checkbox"/>	
<a href="#">Edit DMR</a> <a href="#">Go</a>	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	
<a href="#">Edit DMR</a> <a href="#">Go</a>	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	



# Home Page

- Select the DMRs Ready to Submit tab
- Use the Search button next to the DMRs you want to submit
  - Follow single or batch submittal instructions



Permittee User Home

Home | My Account | Request Access | Help | Logout

User: LDEQPCU, Permittee User

**NetDMR**

**DEQ**  
LOUISIANA

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Import DMRs**  
Perform Import  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Session Lockout Timer: 29:50

**Search:** All DMRs & CORs | **DMRs Ready to Submit** | Permit ID | Users

**DMRs Ready to Submit**

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

**All DMRs**

**DMRs for Permit ID**

**DMRs for Facility**

**Last 10 Logins**

Date	Time	Status
6/14/11	1:10 PM	-
6/10/11	2:42 PM	-
6/10/11	1:28 PM	-
6/9/11	7:44 AM	-
6/8/11	2:58 PM	-
6/8/11	1:32 PM	-
6/8/11	12:40 PM	-
2/8/11	11:25 AM	-
2/8/11	11:19 AM	-



# Sign & Submit

- A list of DMRs to be submitted including all soft errors for the Signatory's review
- From this screen, the Signatory can also:
  - View completed DMRs before signing
  - Sort on any of the columns with a hyperlink

# Sign & Submit Screen


**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Import DMRs**  
Perform Import  
Check Results



**View**  
Permits  
Users

**Download**  
Blank DMR Form

 Session Lockout Timer: 29:44

## Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID 	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/>	<input type="checkbox"/>		LATEST001	LATEST001	001	001-A	Treated Sanitary Wastewater Less Than 100,000 GPD	05/31/10	07/28/10	NetDMR Validated

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:*

*By entering my password and security question answer and pressing the Submit button, I agree that:*

- 1. I am Training User 001.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

**What is your favorite vacation destination?**



**Password**



# Signing DMRs - Batch

## Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status																						
<input type="checkbox"/>	<input type="checkbox"/>		LATEST001	LATEST001	001	001-A	Treated Sanitary Wastewater Less Than 100,000 GPD	01/31/10	04/28/10	NetDMR Validated																						
Acknowledged Soft Edit Check Errors																																
<table><thead><tr><th colspan="2">Parameter</th><th rowspan="2">Monitoring Location</th><th rowspan="2">Field</th><th rowspan="2">Description</th></tr><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>00310</td><td>BOD, 5-day, 20 deg. C</td><td>1</td><td>Quality or Concentration Sample Value 2</td><td>The provided sample value is outside the permit limit.</td></tr><tr><td>74055</td><td>Coliform, fecal general</td><td>1</td><td>Quality or Concentration Sample Value 2</td><td>The provided sample value is outside the permit limit.</td></tr><tr><td>74055</td><td>Coliform, fecal general</td><td>1</td><td>Quality or Concentration Sample Value 3</td><td>The provided sample value is outside the permit limit.</td></tr></tbody></table>											Parameter		Monitoring Location	Field	Description	Code	Name	00310	BOD, 5-day, 20 deg. C	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.	74055	Coliform, fecal general	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.	74055	Coliform, fecal general	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.
Parameter		Monitoring Location	Field	Description																												
Code	Name																															
00310	BOD, 5-day, 20 deg. C	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.																												
74055	Coliform, fecal general	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.																												
74055	Coliform, fecal general	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.																												
<input type="checkbox"/>	<input type="checkbox"/>		LATEST001	LATEST001	001	001-A	Treated Sanitary Wastewater Less Than 100,000 GPD	05/31/10	07/28/10	NetDMR Validated																						

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Training User 001.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

What is the name of the street where you grew up?

Password



# Signing DMRs

- To officially sign, you must answer the required security question(s) and enter your password

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:*

*By entering my password and security question answer and pressing the Submit button, I agree that:*

- 1. I am Cathy Blus.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

**What is your favorite city?**

**Password**

Submit

Do Not Submit

# DMR Submittal Confirmation

- After you sign and submit DMRs, you will receive this confirmation screen:

NetDMR

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form

Session Lockout Timer: 29:55

[View All CORs](#) | [Download All CORs](#) | [Download COR Signature Public Key](#) | [DMR/COR Search Results](#)

Submission Confirmation - 1dfcfa25-0909-4301-975c-d07495a4504c

Your submission has been received.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR
NM0020311	ROSWELL, CITY OF	001	001-A	TOTAL FACILITY DISCHARGE	04/30/09	05/15/09		

- You may also View or Download your COR (copy of record) on this screen

# Email Confirmation

- Email notifications can be sent confirming DMR submissions
  - Emails will also notify of any possible warnings, errors, or violations >500%
- To add someone's email address to the notification list, Search by Permit

## DMR Submission Notifications

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

Add

No results.



# Email Confirmation

- Email confirmations will let you know if:
  - DMRs have been submitted
  - COR Submissions have been received by the LDEQ
  - a DMR contains possible warnings or errors

Sender ^	Subject ^	Date ▼	Size ▼	^	^	▼
netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446			
netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438			
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430			





# Follow Along in Test

(use permit from folder)

- Search for DMRs
- Enter Data and Save
- Sign and Submit
- View Submittal Confirmation

Time for a Break!



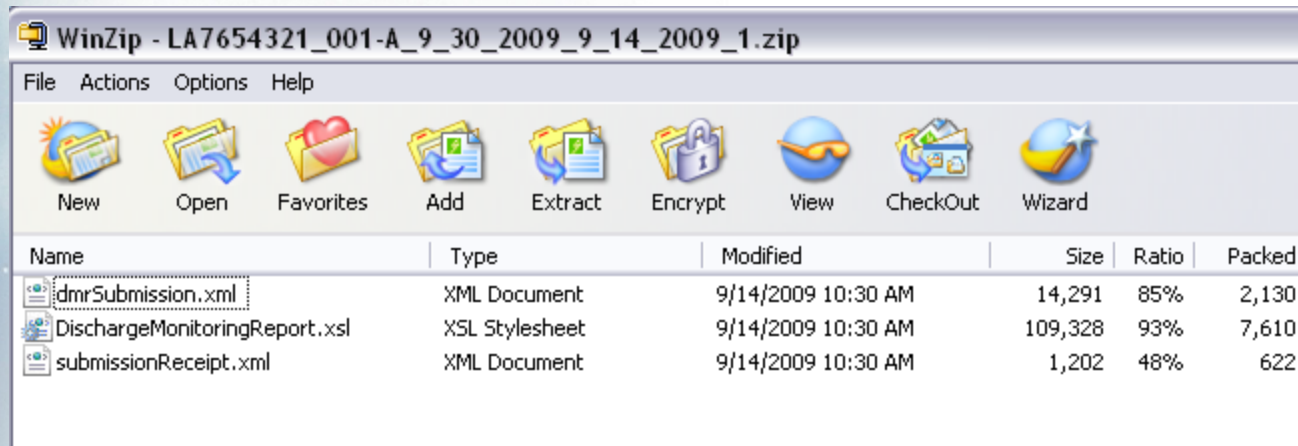


# Download and View DMRs

- Download Copy of Record (COR) from NetDMR
- View DMR in the LDEQ Electronic Document Management System (EDMS)

# Download DMR Copy of Record (COR)


- Select the DMRs from the search results screen
- Creates zip file for each DMR report
  - DMR XML (dmrSubmission.xml)
  - Style Sheet (DischargeMonitoringReport.xls)
  - Submission Receipt XML (submissionReceipt.xml)
  - Must extract files for the style sheet to apply













# Select CORs to Download


Home | My Account | Request Access | Help | Logout User: SampleFacilityUser


**NetDMR** 















**Search** All DMRs & CORs DMRs Ready to Submit | **Import DMRs** Perform Import Check Results | **Download** Blank DMR Form

 Session Lockout Timer: 19 min

 View All |  Sign & Submit Checked DMRs |  **Download Checked CORs** |  Refresh Permit Data |  Print Friendly View |  Refine Search |  New Search

 DMR/COR Search Results

Page 1  Showing reports 1-9 of 9

Next Step(s)	Permit # 	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit  	Include in Batch COR Download  
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry			
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		<input type="checkbox"/>	
Select One  <div>Select One Correct DMR View CORs Download CORs Review Last Submission's Errors</div>	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	<a href="#">7/15/07</a>		<input type="checkbox"/>
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	<a href="#">6/18/07</a> <a href="#">6/15/07</a> <a href="#">6/10/07</a>		<input type="checkbox"/>
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	<a href="#">11/1/07</a>		<input type="checkbox"/>
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	8/31/07	9/30/07	NetDMR Validated	<a href="#">9/22/07</a>	<input type="checkbox"/>	<input type="checkbox"/>
Select One 	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	7/31/07	8/31/07	Completed	<a href="#">8/30/07</a>		<input type="checkbox"/>

# Save COR Zip File

Home | My Account | Request Access | Help | Logout

**NetDMR**

**Manage**  
Access Requests  
Instance  
Agreements

**Search**  
CORs  
Permits  
Users

**View**  
Suspect  
Raw Log  
Network  
DMRS

**COR Search Results**

CORs 1 through 10 of 43

Facility Name	Permit ID	Monitoring Period End Date	Permit Fee Number	Facility Name	Permit ID	Monitoring Period End Date	Permit Fee Number	Facility Name	Permit ID	Monitoring Period End Date	Permit Fee Number	Facility Name	Permit ID	Monitoring Period End Date	Permit Fee Number
LAG75TEST	LAG75TEST	02/28/10	004	004-A	Wastewaters from Portable Vehicle Washing Operations which are Discharged at a Centralized Location	03/25/10	Wade Weidman	f44a943b-b16c-4190-87d7-a639633d3a0f	N		<input checked="" type="checkbox"/>				

**File Download**

Do you want to open or save this file?

Name: netdmr\_cor\_zips\_1276186814713.zip  
Type: WinZip File  
From: netdmrtest.epacdx.net

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Download Selected

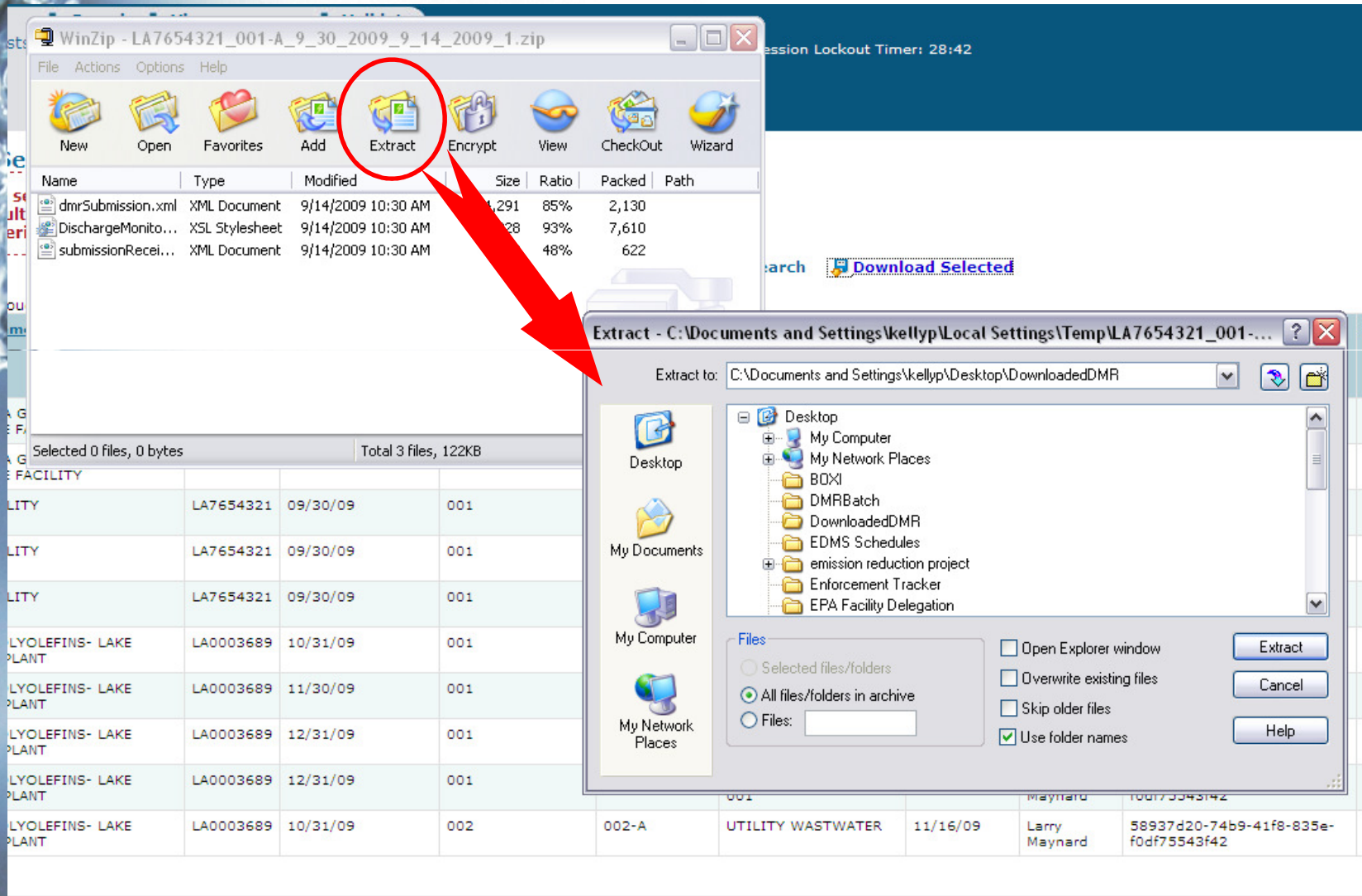
Check All  
Clear All



# Viewing Downloaded CORs

- DMR Data is stored as XML with a Style Sheet for viewing
- Both DMR XML and the Style Sheet must be extracted from the Zip file
  - dmrSubmission.xml is DMR data
  - DischargeMonitoringReport.xsl is the Style Sheet

# Extract Files



WinZip - LA7654321\_001-A\_9\_30\_2009\_9\_14\_2009\_1.zip

File Actions Options Help

New Open Favorites Add **Extract** Encrypt View CheckOut Wizard

Name	Type	Modified	Size	Ratio	Packed	Path
dmrSubmission.xml	XML Document	9/14/2009 10:30 AM	4,291	85%	2,130	
DischargeMonito...	XSL Stylesheet	9/14/2009 10:30 AM	28	93%	7,610	
submissionRecei...	XML Document	9/14/2009 10:30 AM		48%	622	

Selected 0 files, 0 bytes Total 3 files, 122KB

Extract - C:\Documents and Settings\kellyp\Local Settings\Temp\LA7654321\_001-...

Extract to: C:\Documents and Settings\kellyp\Desktop\DownloadedDMR

Desktop My Documents My Computer My Network Places

Files

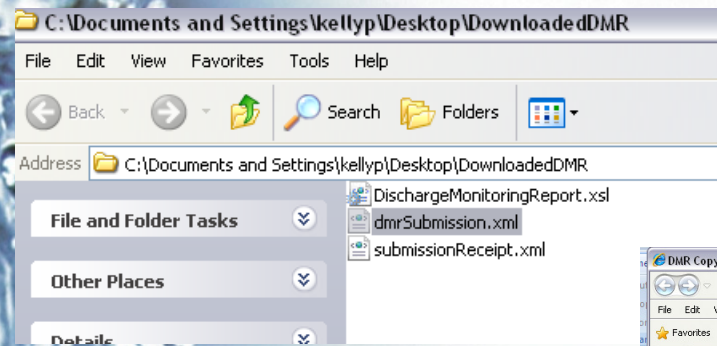
☐ Selected files/folders  
☒ All files/folders in archive  
☐ Files:

☐ Open Explorer window  
☐ Overwrite existing files  
☐ Skip older files  
☒ Use folder names

Extract Cancel Help

FACILITY	LA7654321	09/30/09	001						
LITY	LA7654321	09/30/09	001						
LITY	LA7654321	09/30/09	001						
LITY	LA7654321	09/30/09	001						
LYOLEFINS- LAKE PLANT	LA0003689	10/31/09	001						
LYOLEFINS- LAKE PLANT	LA0003689	11/30/09	001						
LYOLEFINS- LAKE PLANT	LA0003689	12/31/09	001						
LYOLEFINS- LAKE PLANT	LA0003689	12/31/09	001						
LYOLEFINS- LAKE PLANT	LA0003689	10/31/09	002	002-A	UTILITY WASTWATER	11/16/09	Larry Maynard	58937d20-74b9-41f8-835e-f0df75543f42	



[illegible]

DMR Copy of Record - Windows Internet Explorer

C:\Documents and Settings\jellyp\Desktop\DownloadedDMR\dmrSubmission.xml

Google

File Edit View Favorites Tools Help

Favorites Student Center DEQ Search EDMS DMR Search EPA Google LEO ICIS NetDMR Print DTS ECHO Huddle Watch List Tech Talk Archives Water Discharge General Pe...

COR Search Results DMR Copy of Record

Page Safety Tools

DMR Copy of Record

Permit

Permit #: LA7654321

Major:

Permitted Feature: 001  
External Outfall

Discharge: 001-A  
TEST SANITARY OUTFALL

TEST FACILITY - LOUISIANA  
123 MAIN STREET  
CITY, LA 12345

Facility Location: TEST FACILITY  
123 MAIN STREET  
CITY, LA 12345

Report Dates & Status

Monitoring Period: From 09/01/09 to 09/30/09

DMR Due Date: 10/28/09

Status: NetDMR Validated

Considerations for Form Completion

Principal Executive Officer

First Name: Ashley

Last Name: Viaotr

Title:

Telephone: 225-123-4567

No Data Indicator (NODI)

Form NODI: --

Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading				Quality or Concentration				Units	# of Ex.	Frequency of Analysis	Sample Type	
					Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 1	Value 1	Qualifier 2	Value 2					Qualifier 3
00300	Oxygen, dissolved (DO)	1 - Effluent Gross	0	--													
					Sample												
					Permit Req.						>=	3 MU AV MN		19 - mg/L	09/30 - Twice Per Month	GR - GRAB	
					Value NODI							C - No Discharge					
					Sample												
					Permit Req.				>=	6 INST MIN			<=	9 INST MAX	12 - SU	02/30 - Twice Per Month	GR - GRAB
					Value NODI					C - No Discharge				C - No Discharge			
					Sample												
					Permit Req.						<=	15 MO AVG	<=	23 DAILY MX	19 - mg/L	02/30 - Twice Per Month	GR - GRAB
					Value NODI							C - No Discharge			C - No Discharge		
					Sample												
					Permit									10 DAILY		02/30 -	GR -

Done

My Computer 100%

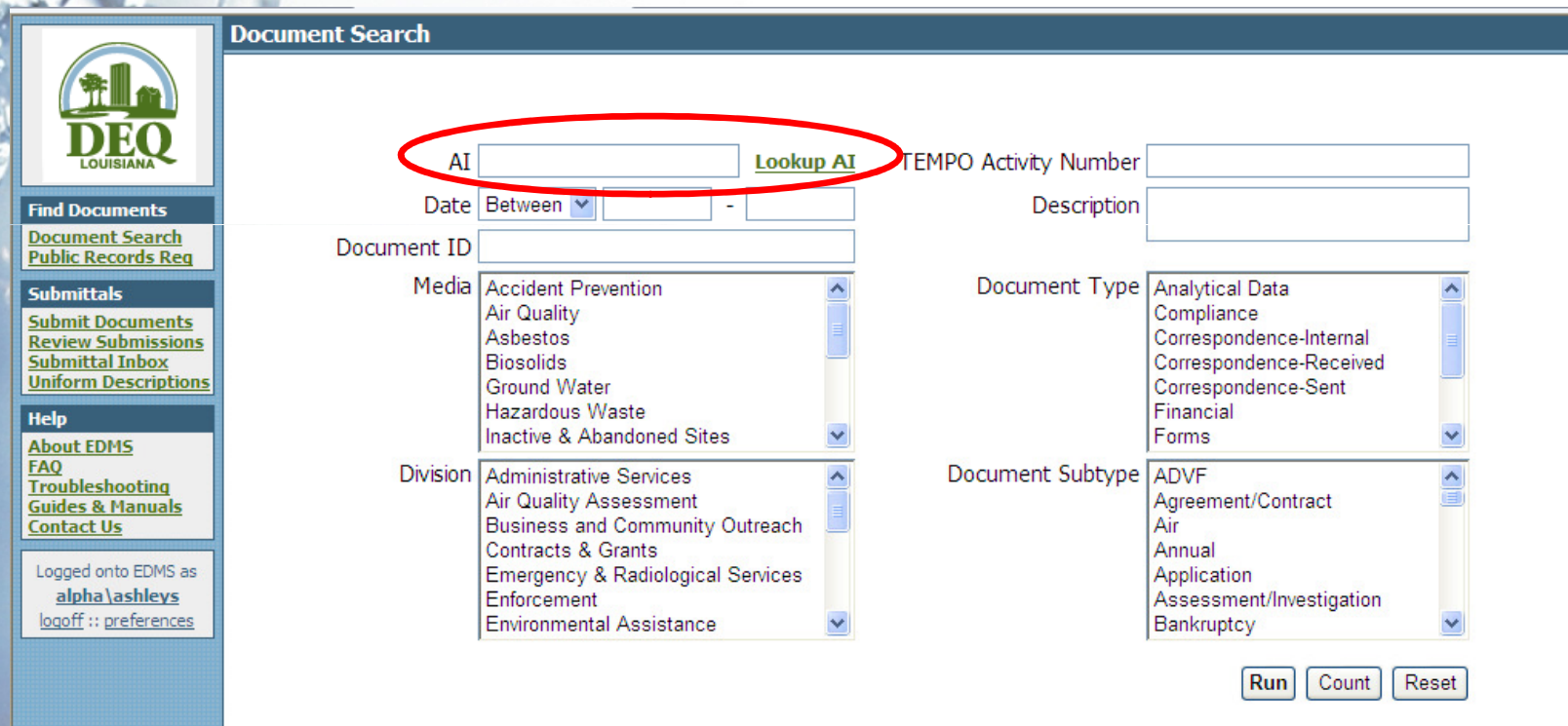


# View DMR in EDMS


- All submitted CORs are downloaded and transferred to EDMS daily
- DMRs with any attachments can be viewed in EDMS the next business day
- <http://edms.deq.louisiana.gov/>

# Search EDMS

- Search using Agency Interest (AI)



**Document Search**

 **DEQ**  
LOUISIANA

**Find Documents**  
[Document Search](#)  
[Public Records Req](#)

**Submittals**  
[Submit Documents](#)  
[Review Submissions](#)  
[Submittal Inbox](#)  
[Uniform Descriptions](#)

**Help**  
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[Troubleshooting](#)  
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[Contact Us](#)

Logged onto EDMS as [alpha\ashleys](#)  
[logoff :: preferences](#)

**AI**  [Lookup AI](#) **TEMPO Activity Number**

**Date**  **Between**  -  **Description**

**Document ID**

**Media**  
Accident Prevention  
Air Quality  
Asbestos  
Biosolids  
Ground Water  
Hazardous Waste  
Inactive & Abandoned Sites

**Division**  
Administrative Services  
Air Quality Assessment  
Business and Community Outreach  
Contracts & Grants  
Emergency & Radiological Services  
Enforcement  
Environmental Assistance

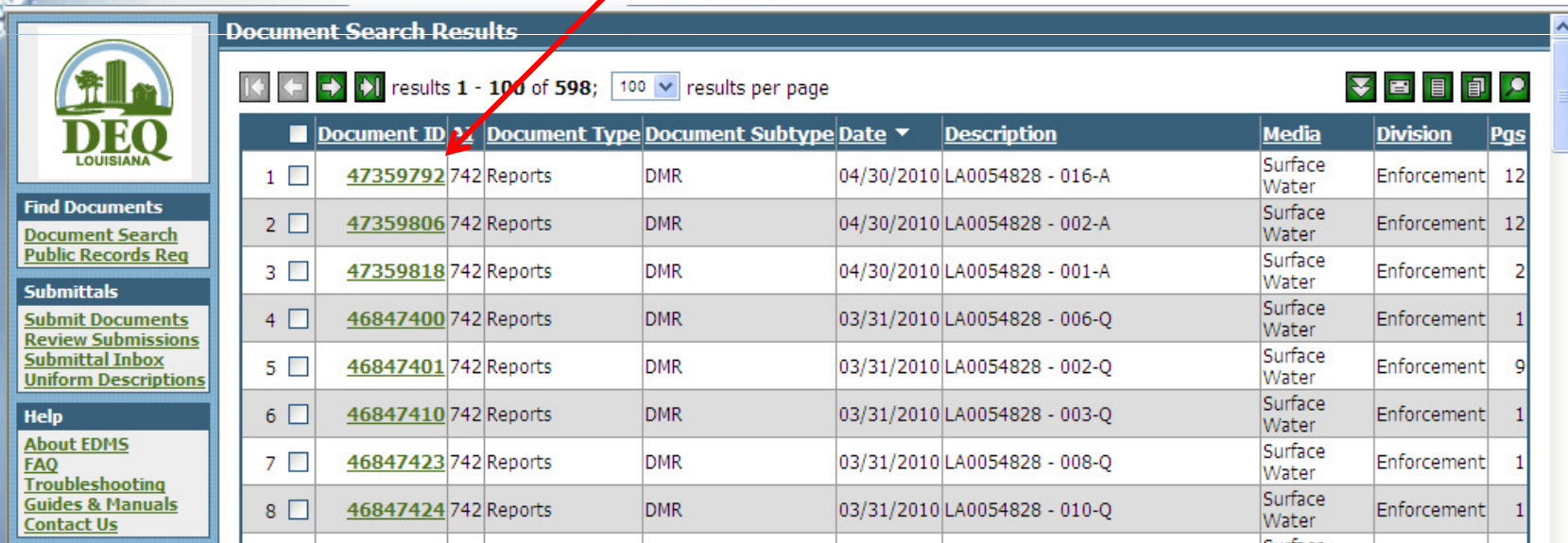
**Document Type**  
Analytical Data  
Compliance  
Correspondence-Internal  
Correspondence-Received  
Correspondence-Sent  
Financial  
Forms

**Document Subtype**  
ADVF  
Agreement/Contract  
Air  
Annual  
Application  
Assessment/Investigation  
Bankruptcy



# View DMR

- Click the Document ID number to open document



**Document Search Results**

results 1 - 100 of 598; 100 results per page

	Document ID	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
1	<a href="#">47359792</a>	742 Reports	DMR	04/30/2010	LA0054828 - 016-A	Surface Water	Enforcement	12
2	<a href="#">47359806</a>	742 Reports	DMR	04/30/2010	LA0054828 - 002-A	Surface Water	Enforcement	12
3	<a href="#">47359818</a>	742 Reports	DMR	04/30/2010	LA0054828 - 001-A	Surface Water	Enforcement	2
4	<a href="#">46847400</a>	742 Reports	DMR	03/31/2010	LA0054828 - 006-Q	Surface Water	Enforcement	1
5	<a href="#">46847401</a>	742 Reports	DMR	03/31/2010	LA0054828 - 002-Q	Surface Water	Enforcement	9
6	<a href="#">46847410</a>	742 Reports	DMR	03/31/2010	LA0054828 - 003-Q	Surface Water	Enforcement	1
7	<a href="#">46847423</a>	742 Reports	DMR	03/31/2010	LA0054828 - 008-Q	Surface Water	Enforcement	1
8	<a href="#">46847424</a>	742 Reports	DMR	03/31/2010	LA0054828 - 010-Q	Surface Water	Enforcement	1

**DEQ LOUISIANA**

**Find Documents**  
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[FAQ](#)  
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[Guides & Manuals](#)  
[Contact Us](#)







# Other NetDMR Functions

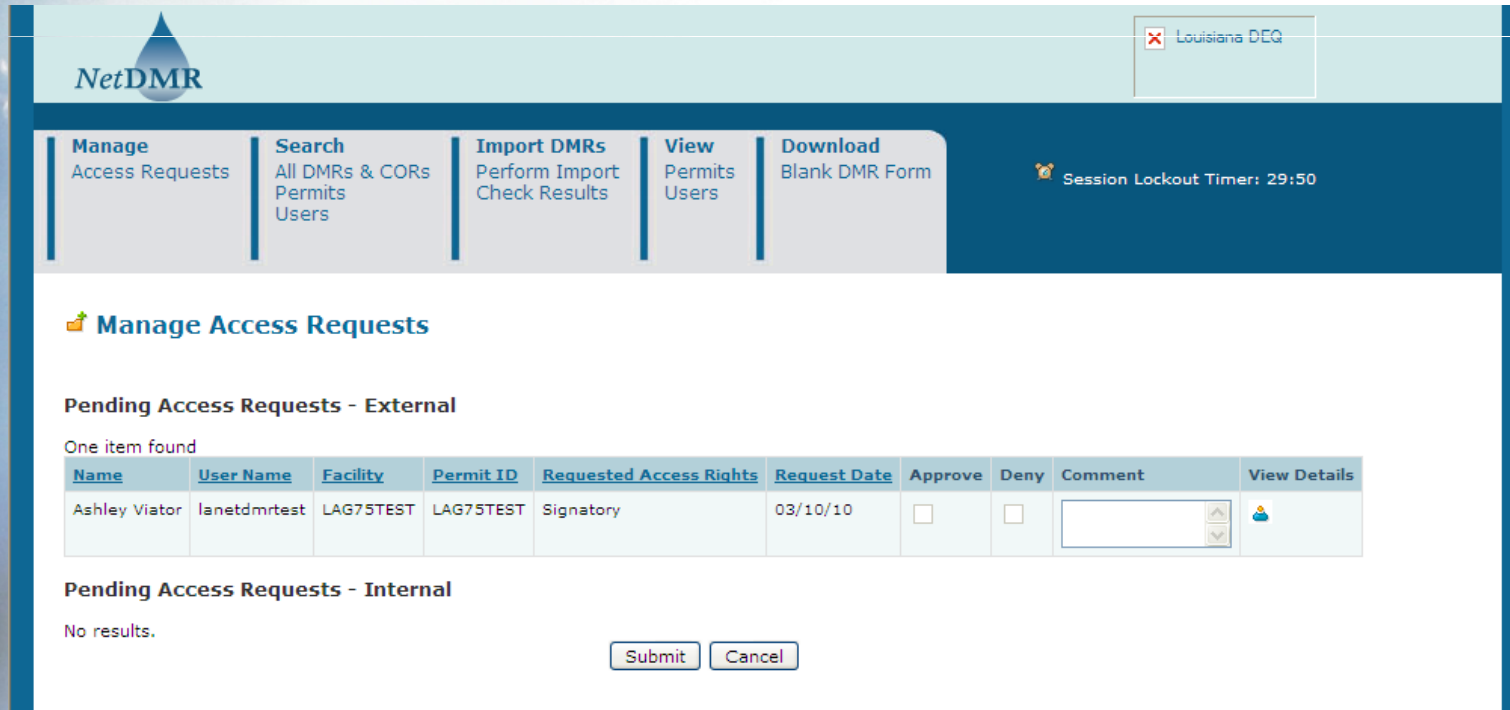
F. Managing Access (Administrators)

G. Importing DMRs

H. Helpful Features

# Managing Access

- Approve/Deny access requests for all roles *except* signatory
  - Signatories must complete subscriber agreement for approval by regulatory authority (LDEQ)
- Pending access requests can be found on the home page or using the manage access link



The screenshot displays the NetDMR web application interface. At the top, there is a header bar with the NetDMR logo on the left and a user profile dropdown for 'Louisiana DEQ' on the right. Below the header is a navigation bar with five main menu items: 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Import DMRs Perform Import Check Results', 'View Permits Users', and 'Download Blank DMR Form'. To the right of these items, a session lockout timer shows '29:50'. The main content area is titled 'Manage Access Requests' and contains two sections: 'Pending Access Requests - External' and 'Pending Access Requests - Internal'. The 'External' section shows one item found, which is a request from 'Ashley Viator' for 'Signatory' access rights, dated '03/10/10'. The request is currently pending, with checkboxes for 'Approve' and 'Deny'. A 'View Details' link is also present. The 'Internal' section shows 'No results.' At the bottom of the interface, there are 'Submit' and 'Cancel' buttons.

NetDMR

Louisiana DEQ

Manage Access Requests


Search All DMRs & CORs Permits Users

Import DMRs Perform Import Check Results

View Permits Users


Download Blank DMR Form

Session Lockout Timer: 29:50

 Manage Access Requests

Pending Access Requests - External

One item found

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

Pending Access Requests - Internal

No results.

Submit Cancel





# Managing Access

- External requests are on behalf of employees affiliated with your agency
  - View, Edit, Signatory
  - Data Providers (Consultants or Labs)
- Internal requests are from the regulatory authority for viewing partial DMRs
  - Troubleshooting




# Managing Access

- Click on Manage Access Requests, or scroll to the bottom of the home page
  - You can view more details about a user by clicking the icon at the far right
  - For someone requesting access as signatory, the approve/deny boxes will be grayed out
  - You can sort by column headers with hyperlinks

## Pending Access Requests - External

Permits 1 through 2 of 2

<a href="#">Name</a>	<a href="#">User Name</a>	<a href="#">Facility</a>	<a href="#">Permit ID</a>	<a href="#">Requested Access Rights</a>	<a href="#">Request Date</a>	Approve	Deny	Comment	View Detail
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

## Pending Access Requests - Internal

No results.

Submit

Cancel

# Approving Access Requests

- To approve an access request, click the Approve checkbox, then click Submit
- Click Submit again on the next page to confirm

## Manage Access Requests



You have requested access rights update for the following users. Please confirm.

### Pending Access Requests - External

<u>Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>Requested Access Rights</u>	<u>Request Date</u>	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmr@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Submit

Cancel

### Pending Access Requests - Internal

No results.


Submit

Cancel


# Approving Access Requests

- You will receive a confirmation message on the next screen

## Confirm Access Requests

 Access rights have been updated.

### Pending Access Requests - External

<a href="#">Name</a>	<a href="#">User Name</a>	<a href="#">Facility</a>	<a href="#">Permit ID</a>	<a href="#">Requested Access Rights</a>	<a href="#">Request Date</a>	Approve	Deny	Comment	<a href="#">View De</a>
LaNetDMR DataProvider	lanetdmrpd@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Back

### Pending Access Requests - Internal

No results.

Back

# Denying Access Requests

- If someone requests the wrong role, you may deny their access request
- When you deny a request, you must include a comment

## Pending Access Requests - External

<u>Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>Requested Access Rights</u>	<u>Request Date</u>	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmr@gmail.com	VILLE PLATTE, CITY OF	LA0038814	Edit	03/11/10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div></div><div></div></div> <p>If you deny an access request, you must enter a comment indicating the reason for not approving the request.</p>

Submit

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- Import the data for one or more DMRs by uploading an text file
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  - add DMR level information (comments/attachments)
  - Sign a completed DMR

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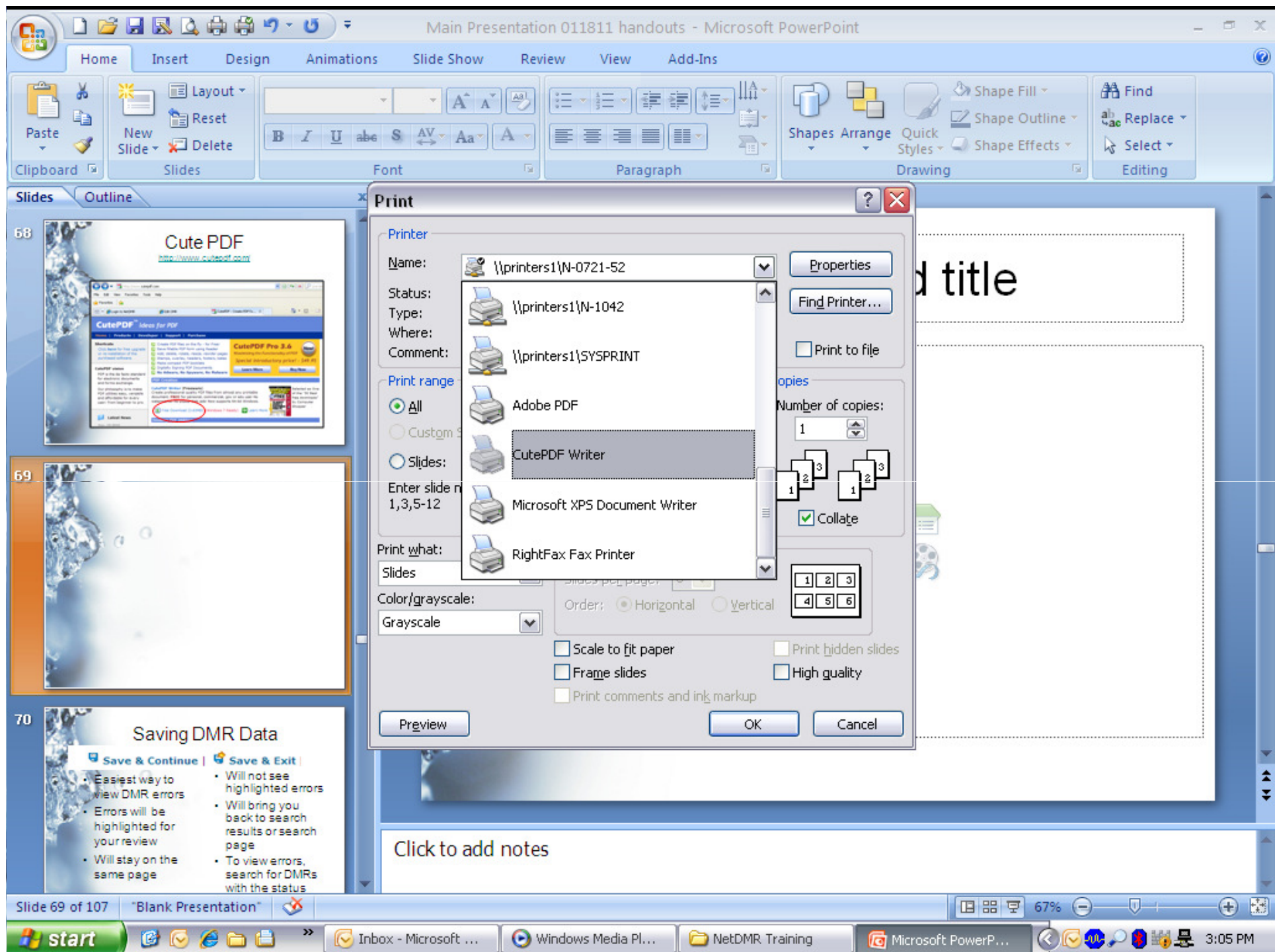
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